

**County Crisis Intervention Program Monitoring
State Fiscal Year 2006**

Applications Keyed Listing Report Reports pulled on	Application/Pending dates exceed CIP application processing time?	
Applications Keyed Denied Sample	Denial Reasons documented?	
	Denial reasons valid?	
Applications Keyed Approved Sample	Reason for Crisis documented?	
	Reason for Crisis valid?	
	CIP amount authorized appropriately?	
Adjustment Report	Adjustment reason documented clearly?	
DSS CIP Cases with Matching Reports	CIP authorized in excess of the limit of \$300 for the fiscal year?	
	If yes, CROP established as required?	
	Household assistance limited to \$300 for Disaster, \$600 for both categories in SFY?	
Other		

**County Low Income Energy Assistance Program Monitoring
State Fiscal Year 2006**

LIEAP MONITORING CASE FILE REVIEW SHEET

Name __ **Case ID** __ **Date** __
Reviewer Lula Crenshaw **County** ____ **Worker** __

Approval Y **Denial** _____

√ - Correct	X – incorrect	NA – Not applicable
1. Did the household meet income eligibility, (i.e. countable income for October is equal to or less than 110% of current poverty level).		
2. Did the household have a specified person? If yes, was the medical deduction keyed in field 34?		
3. Did household meet the resource requirements, i.e., total h/h countable resources were less than \$2,200.00 as of 10/31?		
4. Was the application signed and dated?		
5. For relationship codes other than “E”, is the case file documented?		
6. Was application information accurately entered into the LIEAP System?		

Remarks

Rev. 5/05

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Application Taking/Outreach Plan	Was a plan submitted to the State Office as required?	
Self Monitoring Guide Review	Areas noted that require Corrective Action?	
	Cases reviewed found in error?	
	If yes, corrective action implemented?	
Duplicate SSNs County Report	Entries shown for duplicate cases?	
	If yes, were duplicate cases issued LIEAP benefits?	
	County responsible overpayment (CROP) established for duplicate cases?	